



By signing below, I acknowledge that I am entering into a legally binding housing agreement for the full academic year. I understand that once room keys are issued at any point during the academic year, I am financially responsible for all associated housing costs, unless I receive an approved cancellation from Housing & Residence Life, supported by proper documentation as outlined in this agreement.

This responsibility remains in effect even after Winter Break checkout. Although keys may be temporarily collected during Winter Break for operational and security purposes, this does not release me from my housing contract or financial obligations. The collection of keys during break periods is a standard procedure and does not constitute a cancellation or termination of the housing agreement.

I understand that I am still assigned to my housing space and remain financially responsible unless a formal cancellation request is submitted, reviewed, and approved in accordance with the terms of the agreement.

Student Name (Printed)

J #

Building

Room Number

Phone Number

Student Signature & Date

Date

JACKSON STATE UNIVERSITY

Housing and Residence Life Housing Agreement

This agreement outlines the terms for student housing at Jackson State University (JSU) for the 2025–2026 academic year and applies to all University-owned or managed residences. To request housing, students must complete a housing intent form and sign this Agreement electronically via the Student Housing Portal. Those under 18 must also have a parent or guardian sign via email. Students must be registered full-time and complete financial registration and immunization records sent to the University by June 1 or the next business day (or before the Spring semester) or risk losing their housing assignment. JSU may update these terms at any time, with changes posted online. All official housing communication will be sent to the student's JSU email, and students are responsible for checking it regularly. This Agreement grants a license to occupy University housing—it does not create a lease or landlord-tenant relationship. Room assignments are not guaranteed, and housing can be revoked under the terms of the Agreement. Students are expected to read and fully understand this agreement, as it supplements the Housing & Residence Life Residential Code of Conduct and the JSU Student Handbook. This is a binding legal document.

Students returning to JSU housing who cancel their housing assignment at any point after completing the selection process will be assessed a \$350 cancellation fee, unless a qualifying

Eligibility: To be eligible for on-campus housing, students must be at least 16 years old by the first day of occupancy, admitted to the University, and remain enrolled full-time (12 credit hours for undergraduates, 9 for graduates unless otherwise authorized). They must be up to date on immunizations, current on all fees, and in good behavioral standing with the University and Housing & Residence Life (HRL). Returning residents must meet specific credit hour requirements for certain residence halls. Registered sex offenders are ineligible and must vacate housing immediately if found in violation. Students suspended or expelled for academic or disciplinary reasons lose housing eligibility. Renewal of housing is not guaranteed, even if eligibility is maintained.

Period of Residence: Housing is based on the University's academic calendar and covers both Fall and Spring semesters, with fees aligned accordingly. Residence halls remain open during Thanksgiving and Spring Break. Although Spring semester terms apply specifically to that term, housing agreements are binding for the full academic year. Once a student signs for and receives a room key, they are considered a residential student and will be charged for the entire academic year or the length of their agreement.

Addendum: Residents at the Walthall are required to follow the official academic calendar for their period of residence. Check-in takes place at the beginning of each semester, and residents must check out by the final day of the semester. Extended stay during the winter break is only permitted for residents who have fulfilled all financial obligations to the institution.

Winter Break: All residence halls close for Winter Break, and residents must move out by the date and time listed in the academic calendar. While students can't stay during the break, they may leave their belongings in their specified (assigned) quarters if they are in good financial standing with the University.

Addendum: Residents of the Walthall may only remain during the winter break if they have fully met all financial obligations to the institution.

Summer Housing: To be eligible for summer housing, residents must be actively enrolled in a minimum of three (3) credit hours during each summer session for which housing is requested. Enrollment must be verified and maintained throughout the resident's stay. Housing is only provided for the duration of the student's active enrollment, and residents are permitted to reside in their assigned space solely during the session(s) in which they are registered. Once a student's summer courses conclude, they are required to vacate their housing assignment within the designated checkout period provided by the Housing Office. Failure to maintain enrollment or to vacate the space at the end of the enrolled term may result in administrative actions, which may include termination of housing, financial penalties, or holds on the student's University records.

Summer Housing Cancellation: Residents who cancel their summer housing after the halls have opened will be charged the full cost of the assignment. All cancellation requests must be submitted in writing with proper supporting documentation to be processed.

Fees and Payments: Residents must pay for on-campus housing according to the University's official payment schedule. First-time students should regularly check their Future Tiger portal for fee updates. Housing processing fees do not carry over between semesters—returning students must pay a non-refundable \$75 housing processing fee during room selection. Students are responsible for checking their accounts and making timely payments. Any additional HRL charges, like damages or lost keys, will be added to the student's account. If a student withdraws and qualifies for a housing refund, part of that refund may be withheld and returned to the federal agency if financial aid was used.

Assignment Policy: This housing agreement provides space within University-owned residence halls but does not guarantee a specific room or building. It is non-transferable—subletting, renting, or allowing anyone other than your assigned roommate to live in the space is not allowed. Violations may lead to fines, termination of the agreement, or other disciplinary actions. Room assignments are made without unlawful discrimination, and HRL may change assignments as needed, especially in cases of roommate conflicts. Residents in suite-style halls are responsible for keeping all areas clean, including bathrooms, bedrooms, kitchenettes, and living rooms. Failure to do so may result in fines for everyone in the suite. All residents must complete a roommate agreement within the first two weeks of each semester to promote clear communication. HRL staff are available to support a respectful and cooperative living environment.

Single Room Request Policy: Residents can request a single room, but it must be approved and is based on availability. If approved, the student will be charged the current single room rate and must pay the additional fee upfront.

Room Change Request Policy: Residents who want to move to a different room or hall must submit a Room/Hall Transfer form and get written approval from Housing and Residence Life (HRL). Moves depend on space availability, and students will be prorated for time spent in both rooms. Room change requests are accepted after the enrollment census date and include a \$75 fee. To move at the start of spring semester, requests must be made before fall ends. Unauthorized moves or not following check-in/check-out procedures may result in extra charges. HRL may also reassign rooms for reasons like safety, repairs, discipline, or serious roommate conflicts. Race, color, gender, disability, sexual orientation, religion, or national/ethnic origin will not be the basis for any room changes.

Consolidation: After the room change period, residents who end up alone in a room may need to find a new roommate, move to another room, or keep the room as a private space for an extra fee. If HRL doesn't get a response to the consolidation notice, they may assign a new roommate or relocate the student. HRL makes the final decision on all moves during this process.

Room and building assignments can be changed by the University at any time, with notice. HRL may also consolidate empty spaces after registration, which could require moving to another floor. Not following consolidation or cleanliness requests may lead to fines or disciplinary action.

Room Reassignment and Relocation Policy: HRL may reassign a resident to another room or housing unit if needed to maintain a safe, respectful, and orderly living environment. This includes situations where a resident's behavior causes complaints, creates safety concerns, or violates University policies. In serious cases, a resident may be required to leave their housing assignment immediately.

In the event of a roommate conflict, residents are expected to first review their roommate agreement with the assistance of housing staff. If the issue continues, staff will facilitate a mediation. If the conflict cannot be resolved and space is available, a room change may be considered based on the circumstances. HRL is committed to promoting a positive and comfortable living experience for all residents.

Behavior-related concerns may also be referred to the University's conduct process. Based on the outcome, HRL may require the student to move to a different housing assignment.

In some cases, HRL may place residents in temporary housing due to behavioral concerns or other housing needs. These placements are not permanent and may change with little notice. Once a permanent room is assigned, residents must check in, collect their new keys, and return any keys for the temporary space. All residents are expected to follow move-in and move-out instructions promptly. Failure to comply with relocation timelines or directives may result in losing the housing assignment.

Roommate Assignments: Roommates are assigned based on the resident's legal gender in University records. Those needing special housing accommodations for medical or other reasons must submit a request to the Office of Accessible Education and Resource Center.

Special Accommodations & Exemptions: Residents with disabilities or medical conditions needing housing accommodations should submit their requests to the Office of Accessible Education and Resource Center by July 1.

Gender-Specific Housing Facilities: Residence halls and floors are assigned as male or female based on legal gender. Community bathrooms, showers, and other shared facilities are also gender-designated and should be used accordingly.

Room Accommodations: The University can assign either single or double occupancy based on current needs, and residents will be charged accordingly. Room furnishings provided include a bed with a mattress, a study area with a chair, and closet space.

Improper Room Use and Unauthorized Stays: Residents are not allowed to stay in University housing without prior approval. This includes moving in early, staying past the move-out date, or living in an unassigned space. If a resident occupies a space without permission, a nightly unauthorized occupancy fee may be charged until the space is vacated.

Room changes must be approved in writing by Housing and Residence Life. Moving to another room without approval may result in being moved back, denied future room changes, facing disciplinary action, or having the housing agreement canceled. If a resident takes up more space than assigned, additional fees and cleaning charges may apply.

In shared rooms, vacancies may be filled at any time without notice. Residents must keep vacant spaces clear of personal items and be prepared to welcome a new roommate.

Cancellation by Resident:

- **Fall Cancellations:**
 - *First-time, transfers, readmitted, graduate students* who wish to cancel their housing assignment for the Fall semester may do so without incurring any cancellation fee if the request is made before June 1. However cancellation made after June 1, but prior to the designated move in date will incur a \$350 cancellation fee. Students returning to JSU housing who cancel their housing assignment at any point after completing the selection process will be assessed a \$350 cancellation fee.
 - *Returning students* who wish to cancel their housing assignment, before move in, for the Fall semester may do so and will incur a \$350 cancellation fee. After move-in, students will be responsible for the full housing charges (Fall and Spring), and no prorated adjustments will be made.
- **Spring Cancellations:**
 - *First-time, transfers, readmitted, and graduate students* who wish to cancel their housing for the Spring semester must submit their cancellation request by the end of the Fall semester, in accordance with the academic calendar. A \$350 cancellation fee will apply to these students.
- **Summer Cancellations:** For students wishing to cancel their summer housing assignment, a \$350 fee will apply if the cancellation is made before the residence hall opens. If the cancellation request is made on or after the date the residence hall opens, the student will be responsible for the full summer housing charges.

- **No Show Policy:** If a student fails to occupy their assigned housing and does not notify the department in writing before the contract start date, or 48 hours after the move-out date, they will be removed from their assignment and held liable for a \$350 cancellation fee.
- **Extenuating Circumstances:** Students must provide appropriate documentation when requesting a cancellation due to special circumstances. Simply submitting documentation does not guarantee approval. Valid reasons for cancellation include withdrawal from the University, graduation, leave of absence (academic or medical), marriage (with certificate), call to active military duty, birth of a child, study abroad, University internship, death of the student, or long-term hospitalization.

Students are required to return all keys, fobs, and surrender their ID, as well as complete a release form with housing staff to properly close their housing assignment. Each cancellation request will be reviewed, and the student will be notified of the decision. Cancellations are not automatically approved.

Cancellation by HRL: Jackson State University HRL has the right to cancel a student's housing assignment and associated occupancy rights for various reasons. These include:

- **Operational Needs:** The University may cancel a housing assignment if necessary for housing operations, including health concerns like preventing the spread of infectious diseases or following public health guidelines.
- **Failure to Claim Room/No-Show:** Students must claim their room within 48 hours of their assigned move-in date. If not, the room will be canceled and reassigned.
- **Failure to Complete Registration:** If a student doesn't complete registration by the University's deadline, their housing assignment will be canceled, and they will incur cancellation fees.
- **Policy Violations:** If a student violates University policies, is convicted of a felony, or threatens the health and safety of the community, they may be removed without a refund, and they will remain responsible for any and all charges.
- **Sex Offender Status:** Convicted sex offenders are not allowed in University housing. If removed for this reason, the student must vacate immediately, and no refund will be provided. The student will remain liable for all charges.
- **Disciplinary Removal:** Students removed due to disciplinary actions must leave their housing within 48 hours (depending on the offense, move out could be immediately). They will not receive a refund and will remain responsible for all housing fees.
- **Destruction or Unavailability of Space:** If the assigned housing is destroyed or unavailable, the housing agreement will end, and the University may prorate housing payments.

In all cases, the University may adjust timelines or procedures based on the situation. To ensure campus health and safety, failure to follow these terms may result in penalties.

Approved HRL Cancellations: The following are approved reasons for housing cancellations, along with the required documentation:

- **Graduation:** Students graduating in December can cancel the Spring portion of their housing contract without a fee.
 - Documentation: Graduation approval email and inclusion on the approved student list.
- **Birth of a Child:** The custodial parent of a dependent child may cancel their housing.
 - Documentation: A copy of the child's birth certificate.
- **Marriage:** Students who are legally married can cancel housing.
 - Documentation: A copy of the filed marriage license.
- **Military Commitment:** If called to active duty, the student may cancel their housing.
 - Documentation: Military paperwork showing the active-duty start date.
- **Death of Resident:** In the event of a student's death, the housing contract will be canceled.
 - Documentation: Death certificate or official notice from a hospital, coroner, or government agency, plus a formal notice from a family member or guardian.
- **Long-Term Hospitalization:** If hospitalized for an extended period (over 30 days), the student may cancel their housing.
 - Documentation: A letter from a doctor or healthcare provider with details of the condition and expected duration, or hospital discharge plan.
- **Student Teaching, Study Abroad, or Internship:** If the activity is outside commuting distance from campus, the student may cancel housing.
 - Documentation: Documentation of the activity's location, acceptance letter for study abroad, or internship confirmation.
- **Transferring to Another Institution:** Official acceptance letter or enrollment verification from the new institution and confirmation of course registration (if available)

Enrollment Census Drop & Housing Termination: Students must maintain a full time enrollment status and good financial standing to stay in University housing. If a student is removed for non-payment or failure to meet enrollment status, their housing agreement will be immediately terminated. They will receive notice and must vacate their residence within 48 hours. Students must remove their belongings, clean their space, and complete the checkout process. To avoid extra fees, they must return room keys and complete the Hall Release process, including returning their student ID. Failure to comply may result in additional charges, such as housing fees, cleaning fees, and lock change fees.

Reinstatement & Housing Availability: Reinstated residents are not guaranteed their previous housing assignment. Housing availability may change, and they must contact Housing and Residence Life to reapply. To stay in campus housing for the Fall, students must have a \$0 balance and be in good financial standing. Students with an unpaid balance must vacate their room and remove all belongings until the balance is paid. Failure to comply may result in extra fees. Once the balance is cleared, students can request housing, but their previous room or a specific placement is not guaranteed. Room assignments depend on availability.

Failure to Move Out: Residents must vacate their space, remove all belongings, and complete the check-out process by the deadline. Students should monitor their accounts and resolve any unpaid balances to avoid housing issues. If a resident doesn't vacate on time, they will be charged

\$50 per hour until the room is cleared. Unauthorized residents found in a closed facility may face legal or University penalties.

Microfridge: The University does not provide refrigerators or microwaves in residence hall rooms, except for residents in the Walthall Lofts and Campbell College Suites, where full-size refrigerators are provided. The max size for microfridges is 3.7 cubic feet.

Postal Services: All students living in University housing are charged a post office box rental fee, which is based on the academic year and prorated for the remaining time. The fee covers rental for the rest of the year, as long as the student remains enrolled.

The fee is non-refundable, and boxes are for personal use only, not for business purposes.

Only residential students receive mailboxes with JSU Postal Services. All student mail and packages must be sent to their JSU Mailbox, not directly to residence halls. For more information, visit [JSU Postal Services](#).

Smart Lockers: The new contactless smart parcel lockers are available 24/7 for self-service pick-up. Residential students receive alerts when packages arrive, and can pick them up at their convenience.

Postal Services deliver packages to the locker, triggering an automated notification and barcode to the student's email. To retrieve their package, students scan the barcode, verify their ID, and the locker door opens.

Students have five (5) days to claim their package. On the 3rd day, they will get a reminder. After five (5) days, Postal Services will remove the item, and the student must pick it up at the office window with their student ID. This service is included for residential students.

Third-Party Deliveries: If you receive a delivery notification from Amazon or another carrier (UPS, DHL, or FedEx), please wait for the Package Notification email from JSU Postal Services, as your package may not have arrived on campus yet.

JSU Postal Services cannot accept third-party food or grocery deliveries. If you're expecting a delivery from a food or grocery service, you must arrange it directly with the delivery company. Using your campus mailing address for such deliveries is prohibited, as we cannot accept them at our postal facilities.

Meal Plans: All students living on campus in University-controlled housing must have a meal plan. The default plan, 7-Day All Access with \$300 Tiger Bucks, is assigned to all residential students and is mandatory for Freshmen. Upperclassmen (sophomores and up) and Graduate Students can switch to one of two other meal options by visiting Auxiliary Enterprises on the 3rd floor of J.L. Reddix Hall. Changes can be made within the first two weeks of each semester.

By agreeing to these terms, students are automatically enrolled in the meal plan program, which is required for all on-campus residents. The meal plan does not apply during fall, winter, or spring breaks.

Meal plans guarantee access to the Residential Dining Hall and are not based on usage. If a student

moves off campus, the meal plan is prorated based on the move-in and move-out dates.

Meal plan refunds are given for withdrawals from the University based on the withdrawal date and move-out date. Refunds are processed by the Bursar's Office, typically taking 10-14 days, and are credited after any account balances are paid. Cash withdrawals from meal plans or ID accounts are not allowed.

Refunds are based on the following schedule:

- First 5 days of class: 90%
- 6 to 10 days: 70%
- 11 to 15 days: 50%
- 16 to 20 days: 30%
- After 20 days: 0%

Addendum: Residents of Walthall Lofts have the option to opt out of a meal plan.

Parking: All students, faculty, and staff who drive on university property must register their vehicle with the JSU Department of Public Safety and display a valid registration decal. To get a decal, you must provide proof of insurance, a housing agreement (for residential students), vehicle details (tag number, make, model, color, and county), and contact information (including cell phone number, if available). Residential students must buy a parking decal to park on campus.

It's recommended to remove valuables from vehicles and not walk alone. Designated parking areas are available for both commuter and residential students. Residents cannot park in loading zones, reserved parking spots, or parking spots designated for individuals with a disability, but can park in lots near the dorms or any non-reserved lot with a valid residential decal.

ID Card: Your Jackson State University ID Card is your official photo ID and required for access to the residence halls, ensuring campus security. If your ID is lost, stolen, or damaged, report it immediately to the ID Center. A non-refundable replacement fee will apply. For help, contact JSU Public Safety at (601) 979-2580.

Residents must swipe their ID at designated access points to enter the building or floor. You also need your ID to enter the residence halls, whether you're returning to your room or visiting another resident during visitation hours. If you don't have your ID, you won't be allowed in without verification. Access will only be granted once the correct ID is shown.

For security purposes, students who fail to show their ID will be fined. Always carry your ID to avoid any inconvenience or assessment of extra charges.

Safety and Equipment Policies: Air conditioning and heating must be used according to Residential Life guidelines to maintain cleanliness. HRL can inspect and remove any equipment that is unsafe or does not follow the rules, including unauthorized appliances, portable air conditioners, and portable washer/dryers.

Construction and Renovation Disruptions: Residents should be aware that construction or renovation projects may take place near the residence halls during the academic year, causing noise, dust, and possible utility shutdowns, moves, or access restrictions. While the University will try to minimize disruptions, these activities may still affect daily life. By agreeing to this contract, residents accept the possibility of these inconveniences.

Cleaning Services: Custodial staff cleans the common areas of the residence hall, such as lounges, hallways, and community bathrooms/showers, but residents are responsible for cleaning their own bedrooms, bathrooms, kitchens, and living areas in suites and apartments.

Official Check Out: For check-out, residents must follow all procedures, including signing check-out forms, removing personal items, cleaning the room, defrosting the fridge, and returning keys or fobs. A check-out inspection must be scheduled, or the express check-out option can be used. Failure to follow procedures may lead to assessment of additional fees. By choosing express check-out, residents waive the right to appeal damage charges.

Student Property Removal & Abandonment Policy: Student property may be removed from residence halls under certain conditions, following proper notification and University procedures. HRL is not responsible for personal belongings left behind. Residents should monitor their accounts and meet housing deadlines to avoid issues with their housing status.

Conditions for Property Removal: Property may be removed for the following reasons:

- Failure to follow check-out procedures (leaving items behind without proper check-out)
- Financial or disciplinary reasons
- Unpaid balances causing contract termination
- Health and safety risks
- Emergency situations requiring immediate room clearance
- Failure to vacate by the move-out deadline
- Items left in common areas (e.g., laundry rooms, lounges) will be discarded

immediately. Residents who don't vacate by the move-out deadline will be charged \$50 per hour.

Check-Out & Move-Out Requirements: Residents must vacate by their last exam, the official closing date, or upon suspension. Suspended students must vacate within 24 hours (in-state) or 48 hours (out-of-state). During check-out, students must return keys/fobs, surrender their ID, and complete a hall release form with Housing staff. Time frame is subject to change based on offense or University obligations.

Failure to follow check-out procedures may result in removal fees and property being considered abandoned.

Notification & Claiming Process: Before any personal property left behind by students is removed or disposed of, an official notification will be sent to the student's JSU-issued email address regarding the status of their belongings. Students will have fourteen (14) calendar days from the date of the notification to claim their property, unless otherwise specified in the communication. If the student fails to respond or retrieve their items within the designated time,

the property will be deemed abandoned and handled in accordance with Abandoned Property Policy.

To retrieve personal belongings, students must schedule an appointment in writing using their JSU email account and must present either a valid JSU Student ID or a government-issued photo ID at the time of pick-up. Walk-ins will not be accommodated, and all appointments must be confirmed in advance.

If a student is unable to retrieve their items in person and wishes to authorize someone else to do so, a formal written request must be submitted at least five (5) calendar days before the intended pick-up date, and no later than the fourteenth (14th) day following the date of the official notification. This request must be sent from the student's JSU email to housing@jsums.edu and copied to the Executive Director of Housing & Residence Life. The email must include the student's full name, J-number, and a brief explanation for the third-party pick-up. Additionally, the student must provide the full legal name, contact phone number, relationship to the student, and a photocopy of a government-issued ID for the authorized person. The email must also include the proposed date and time of retrieval, which will be subject to approval. The individual collecting the items must present the same valid ID submitted in advance at the time of pick-up. Failure to present the correct ID will result in denial of access.

Current JSU housing residents are not permitted to retrieve property on behalf of other students to ensure safety, prevent unauthorized access, and avoid potential disputes regarding ownership. In exceptional cases, such as hospitalization, incarceration, or other serious circumstances, the student or their emergency contact must notify the Housing and Residence Life (HRL) office to coordinate alternative arrangements for property retrieval.

All communications related to property claims, retrievals, and authorizations must be directed to housing@jsums.edu with a copy sent to the Executive Director of Housing & Residence Life. This policy applies to all residents of housing managed by JSU Housing and Residence Life.

Storage & Handling of Abandoned Property: Housing staff will manage the removal and documentation of unclaimed items, including maintaining a log and taking photos for records.

Unclaimed property will be discarded, donated, or disposed of after fourteen (14) days. Students are responsible for all costs related to removal, and the University is not liable for any abandoned items.

Definition of Abandoned Property: Personal belongings left behind in a student's room, suite, or apartment after move-out, failure to check out, or not following check-out procedures are considered abandoned. Property is also deemed abandoned if:

- A student fails to check out after their housing contract ends.
- Items are left after eviction, suspension, or withdrawal.
- A student leaves without notifying HRL and does not respond to three communication attempts in two weeks.
- The room appears unoccupied for an extended period without notice.
- Roommates or hall staff report the student has left without taking their belongings, and upon confirmation of abandonment.

- The student's key or access card is returned, but personal items remain.
- Evidence shows the student moved without authorization.

Resident's Maintenance and Care Obligations: Residents must keep their room, apartment, suite, and common areas clean and sanitary. They should:

- Sweep, mop, vacuum, or wipe surfaces with household cleaners.
- Quickly remove moisture or condensation from floors, windows, and other surfaces within reach.
- Take steps to prevent mildew buildup in their space.
- Report any leaks, mildew, or maintenance issues to Student Housing.

Residents are not allowed to paint or make permanent changes to the room, nor can they remove, store, or exchange furniture.

At move-out, residents must clear all personal items, leave the room free of trash, and return the room to its original setup.

If the room or common areas are damaged, the resident must pay for repairs or cleaning costs. This includes damages caused by misuse, like plumbing issues from improper use of sinks or toilets.

Mildew: Residents must take steps to prevent mold and mildew by keeping their room clean and ensuring proper ventilation, especially in damp areas. Any mold, mildew, or water leaks should be reported to the University right away. Residents are responsible for the condition of their rooms and will be held accountable for any damage caused by neglect.

Resident Responsibility for Room Condition and Damages: Residents will not be charged for repairs due to normal wear and tear. At check-in, each resident must complete a Room/Apartment Condition Form and note any existing damages. Throughout the semester, any new damages or maintenance issues should be reported to staff right away.

For emergency maintenance—such as a flood, power outage, or broken lock—residents must contact their residential staff immediately. For non-emergency issues, a maintenance work order request should be submitted.

Residents are responsible for any damage caused by themselves or their guests due to negligence or intentional actions. Examples of negligence include spills left unattended, not reporting problems, misuse of appliances, not locking doors or windows, and improper trash disposal. Intentional damage includes vandalism, breaking furniture, making unauthorized changes, fighting, or smoking in non-smoking areas. All such damages will be documented and billed accordingly.

Health & Safety Room Inspections: To maintain a safe, clean, and healthy residential environment, HRL conducts Health & Safety Inspections each semester across all on-campus residential communities. In some cases, additional inspections may occur monthly to ensure compliance with cleanliness and safety expectations. Residents will receive a minimum of 72 hours' advance notice prior to any scheduled inspection. At all times, residents are expected to

uphold a reasonable standard of cleanliness and comply with housing policies. During these inspections, staff will evaluate room conditions such as proper disposal of trash and uneaten perishable food, the presence and condition of fire safety equipment, and whether air conditioning units are appropriately set between 68–74°F and placed on “Auto.” All assigned furniture must be intact and in place, and rooms, including bathrooms, must be reasonably clean—free of excessive grime, trash, or stains. Rooms should also be free of pests, pets, prohibited items, and must have fully functional plumbing and lighting fixtures.

If one or more issues are identified, the student will be notified and the room will be marked as having failed the inspection. Students will have 48 hours to correct the issues. HRL staff will conduct a follow-up inspection within that time frame. If violations remain unresolved during the follow-up, disciplinary action may be taken. This may include fines, educational sanctions, or suspension of on-campus housing privileges. Maintenance concerns discovered during inspections will be properly documented and reported for service by HRL staff.

Room Entry Policy: HRL staff reserve the right to enter student rooms under specific conditions, in accordance with university policy. Entry into a student’s room is not typically considered a search and does not require prior consent from the resident when entry is necessary to conduct a wellness check, respond to fire, health, or safety hazards, perform maintenance inspections or emergency repairs, retrieve items on behalf of a student’s documented immediate family member, or comply with lawfully authorized searches by the JSU Department of Public Safety or other law enforcement agencies. Whenever possible, HRL staff will provide prior notice—preferably in writing—explaining the reason for entry and any actions taken. Maintenance personnel may enter student rooms as early as 8:00 a.m., Monday through Friday, although entry times may vary depending on the urgency or nature of the concern.

Entry by Civil Authorities: Civil authorities, including officers from the JSU Department of Public Safety or other authorized law enforcement agencies, may enter a student’s room with or without a search warrant. If a valid search warrant is presented, the University does not have the legal authority to prevent the search. Additionally, civil authorities may enter a room without a warrant when supported by proper legal authority, such as exigent circumstances or other lawful conditions.

Third-Party Retrieval of Personal Belongings: If a student is unable to return to campus and wishes to authorize someone else to retrieve their personal belongings, the student must send an email to housing@jsu.edu from their official JSU email account. The email must include the full legal name of the individual(s) authorized to retrieve the items, a list or description of the items to be collected, the contact phone number and email address of the authorized person(s), the requested retrieval date, and a clear photo of the individual’s government-issued ID. At the time of pickup, the authorized individual must present a valid photo ID matching the details submitted. If any of the items are located in a shared space with roommates or suitemates, HRL will notify all affected residents in advance and will coordinate a mutually agreeable time for the retrieval when possible.

Keys/Access Cards and Lockouts: Residents must not loan or duplicate keys or access cards. If keys or cards are lost or stolen, they must be reported immediately. A fee may be charged for lost or duplicated keys/cards. Keys must be returned when occupancy ends or access is terminated. If locked out, residents can seek help from staff, but a fee will apply for each lockout.

Resident's Responsibility Communal Property: University or University-leased communal property includes areas like hallways, bathrooms, stairwells, elevators, lounges, living rooms, utility rooms, trash areas, and kitchens in residence halls or apartments. If any communal property is damaged and the responsible person(s) cannot be identified, all residents with access may be charged an equal share of the repair or replacement costs. These charges will be added to the resident's account.

Pests: Residents are responsible for keeping their belongings, such as clothing, bedding, and luggage, free from pests. If pests are found, they must report it to the University right away. If there's an infestation, residents must follow the treatment steps, or they may be charged for pest removal. Personal items with pests may need to be treated or discarded. If pests are caused by the resident or their roommates, they will be responsible for the cost of removal.

Bed Bugs: Residents are informed of their rights and responsibilities regarding bed bugs and agree to cooperate with the University in preventing and addressing any infestations.

Bed bugs are small, six-legged insects about ¼ inch long, ranging in color from red to brown to copper. They do not fly and are usually transported on objects, people, or animals. They can be hard to find due to their size and tendency to hide.

Bed bugs can live for 10 months, with females laying 1-5 eggs daily. They mature into adults in about 21 days and can survive for months without feeding. They typically feed at night while people sleep, often without being noticed. Bite reactions vary by individual and may not appear for several days.

Signs of an infestation include small red or brown spots, discarded skins or eggs, a sweet odor in heavily infested areas, and red, itchy bites. Not everyone shows bite marks, even if bitten.

For more information, visit the U.S. EPA and National Pest Management Association websites.

Unauthorized Residency and Trespassing Policy: Anyone suspended, purged from University records, or removed from housing and found in campus housing will be considered a trespasser. This includes former residents not eligible for housing and non-residents. Violators will be removed, and Public Safety will be notified. HRL may change locks, restrict access, and take steps to prevent unauthorized entry. Violators may face disciplinary action, legal consequences, and trespassing charges. Belongings left behind will be stored for fourteen (14) 30 days, then discarded or donated. HRL will conduct checks to ensure only approved residents are in housing. Students must ensure no unauthorized individuals are in their space, as harboring trespassers may result in disciplinary and/or legal action.

Housing Appeals Process: Residents who wish to cancel their Housing Contract must submit a Cancellation Request, which will be reviewed by Housing and Residence Life (HRL) staff and a review committee. The committee evaluates requests based on the provided circumstances and documentation, and residents will be notified of the decision via their official JSU student email.

If the cancellation is denied, residents can appeal by submitting a Housing Appeals Form, available from the Housing Office. The appeal should include a detailed explanation and any new supporting documentation. The Housing Appeals Board, chaired by the Executive Director

of Housing and Residence Life, reviews appeals every two weeks. Residents are advised to submit their appeal at least one month before the desired cancellation date. All appeal decisions are final.

The following reasons are not valid for canceling the housing contract:

- Roommate conflicts or behavior issues (use mediation or request a room change)
- Removal due to conduct violations (direct appeals to Housing Standards & Accountability/Dean of Students, depending on offense)
- Health or medical conditions (request accommodations through the Office of Education Resource Center)
- Financial concerns about cheaper housing options
- Not wanting to pay for a required meal plan
- Signing an off-campus lease before receiving approval

If none of these solutions work, students can proceed with a formal appeal, including a typed statement addressing key questions, a completed appeal form, and supporting documentation.

Resident Conduct Expectations: Residents must follow all HRL policies to maintain a safe and respectful living environment. This may include rules like mandatory testing or wearing face coverings to reduce the spread of diseases. These policies may change over time, and residents are expected to comply with the terms in their housing contract.

Prohibited Activities: The following activities are strictly prohibited in all residential areas:

- Engaging in illegal activities like consuming alcohol drinking, drug use, or misusing prescription medications.
- Smoking, including e-cigarettes and vaping, in any residential area.
- Violating noise regulations, especially during quiet hours.
- Damaging property or making unauthorized changes to rooms or common areas.
- Misusing appliances that could be safety hazards.

Guest & Security Policies: Residents must adhere to the following follow these guest and security rules:

- All guests must be registered and follow building rules.
- Residents must comply with safety procedures, such as participating in fire drills, following evacuation protocols, and using room locks and keys correctly.
- Propping open doors or allowing unauthorized access is strictly prohibited, as it compromises security. This includes:
 - Leaving doors open or unlocked.
 - Letting non-residents enter without check-in.
 - Using items to disable door locks or security mechanisms.

Violators will be fined, and if the responsible person cannot be identified, the fine will be shared among roommates or suitemates. Repeated violations may lead to further fines, loss of housing privileges, or disciplinary action. Residents should report any security concerns to HRL immediately.

Fire Safety & Evacuation Policy: The safety of all residents is a priority. In case of a fire alarm or emergency, residents must:

- Evacuate immediately when the alarm sounds or when instructed by HRL staff or emergency personnel.
- Only re-enter the building after receiving official clearance from HRL staff or emergency personnel.
- Avoid using elevators during evacuation.
- Use designated stairwells or exits only instead.
- Not tamper with safety devices unless it's an actual emergency.
- Keep fire extinguishers in their proper locations and only use them in the case of a fire.

Failure to follow fire safety rules may result in a \$200 fine per violation and possible further disciplinary action.

Respect & Community Standards: Jackson State University has a zero-tolerance policy for harassment, discrimination, bullying, intimidation, sexual harassment, and assault. These behaviors can lead to serious disciplinary actions. Theft or misappropriation of University property or other residents' belongings is also prohibited. Residents are expected to keep their personal and shared spaces clean to maintain a respectful community.

Contract Cancellation & Disciplinary Actions: Violating the Housing Agreement, Residential Code of Conduct, or University policies may lead to disciplinary actions, including the cancellation of the housing contract. If the contract is canceled, HRL will inform the resident of the deadline to vacate. If no deadline is given, the resident must leave within 48 hours of receiving the notice.

The University can cancel a resident's housing assignment and require them to vacate if:

- Their behavior causes other residents to request a move or leave.
- Complaints are received about the resident's actions.
- Their behavior poses a danger to others, staff, or the building.

If a resident's behavior is deemed an immediate threat, they may be required to leave immediately, as determined by the Vice President of Student Affairs, Executive Director of HRL, or their designated representatives.

Infectious Disease Policy: If a resident contracts a communicable disease, they must leave the residence hall until they are no longer contagious to prevent spreading it. Medical protocols may change based on public health conditions, so residents should stay updated on campus requirements and the Residential Code of Conduct.

Pets: Non-poisonous fish can be kept in an aquarium no larger than 5 gallons. Service animals and approved assistance/therapy animals are allowed with proper documentation. Emotional support animals (ESA) and service animals are allowed only if registered and approved by the Office of Accessible Education and Resource Center. The animal must be registered before bringing it to campus, and the student must follow the provided guidelines.

Solicitation and Commercial Use Prohibited: The assigned housing space is for living purposes only. Business activities, such as selling, advertising, or offering services, are not allowed in university housing. This includes using housing for business operations, hosting business meetings, storing inventory, or distributing promotional materials.

Unauthorized business activities may lead to disciplinary action, including removal from housing. Examples of prohibited activities include:

- Selling or distributing illegal drugs, including marijuana where not legally permitted.
- Selling alcohol to underage individuals or in violation of University policies.
- Offering unapproved services for profit, such as haircuts, hair braiding, styling, tattooing, or body piercing.
- Selling homemade food, including baked goods or edibles.
- Renting out or leasing rooms.
- Gambling
- Running any business, such as online retail or services.
- Piracy or selling illegal media.
- Passing out flyers, promoting products, or engaging in door-to-door sales.
- Offering childcare or pet-sitting services.
- Selling prescription medications that were not prescribed.

Promotional Materials in Residential Communities: To promote student engagement and provide opportunities for campus involvement, Jackson State University Housing & Residence Life has established the following guidelines regarding the posting and distribution of promotional materials in residential communities. These guidelines ensure that all advertising efforts are conducted responsibly, equitably, and in alignment with the educational mission of the university.

A. General Guidelines

1. Content Restrictions

Housing & Residence Life reserves the right to reject or remove materials that:

- Reference or imply the use of alcohol, drugs, or illegal substances
- Include content deemed disruptive, discriminatory, or inappropriate
- Conflict with the educational goals and values of JSU and Housing & Residence Life

2. No Personal or Commercial Promotion

Advertising for personal businesses, commercial ventures, private services, or solicitation of donations is strictly prohibited within residence halls.

3. Financial Liability

Any individual or organization that improperly posts materials, causes damage, or fails to follow posting procedures may be held financially responsible for repair or maintenance costs.

4. External Sponsorship Requirement

All materials from non-JSU entities must be co-sponsored by an official JSU student organization. The name and contact information of the sponsoring group must be displayed clearly on the promotional content prior to approval.

5. Distribution Limitations

Handbills, door hangers, and unapproved materials may not be distributed in or around residence halls or common areas.

6. Posting Location Restrictions

Materials may **only** be posted in designated areas authorized by Housing & Residence Life. Posting on the following is strictly prohibited:

- Doors, windows, light posts, trees, cars/windshields

- Over existing or approved postings
 - Surfaces outside of designated bulletin boards or locations
7. **Sponsor Identification**
All advertising must include the name of the sponsoring JSU organization and an active email or phone number for follow-up inquiries.
 8. **Removal of Outdated Materials**
Materials must be removed by the sponsoring party within 24 hours of the conclusion of the promoted event or initiative.
 9. **Policy Violations**
Failure to comply with these advertising guidelines may result in:
 - Temporary or permanent loss of posting privileges
 - Referral to the Dean of Students Office for disciplinary action (in cases of repeated or severe violations)

B. Flyer and Poster Advertising

1. **Approval Requirement**
All flyers and posters must be approved **in advance** by Housing & Residence Life and may only be posted by authorized staff.
2. **Submission Process**
 - Submit flyers to the Housing & Residence Life Central Office (Campbell College North) at least 10 business days prior to the event. No flyers should be delivered to any residential community.
 - Allow three (3) business days for processing and approval.
 - Late submissions are not guaranteed timely posting.
 - Flyers must be sorted and labeled by residential community before submission.
3. **Residential Community Flyer Limits**

Community	Max. Flyers
One University Place	5
Alexander East	6
Alexander West	6
Campbell College North	5
Campbell College South	5
Stewart Hall	5
Dixon Hall	8
Transitional Housing	9
Walthall/Courthouse Annex 0 (Digital Only)	
Housing Office	1
Emailed Digital Copy	1

4. **Distribution**
Flyers are distributed by Housing & Residence Life staff, including Community Directors and Resident Assistants.
5. **Post-Event Cleanup**
All promotional materials must be removed within 24 hours after the event. Failure to do so may result in penalties or future posting restrictions.

For questions regarding advertising or the flyer approval process, contact Housing & Residence Life at housing@jsums.edu.

Prohibited Items in Housing: Residents are not allowed to have the following items in university housing:

- **Alcohol & Drugs:** Alcohol and alcohol paraphernalia, drugs and drug paraphernalia, including e-cigarettes for drug use, illegal controlled substances, prescription drugs not prescribed to the person, hookah, cigarettes, cigars, and related items.
- **Weapons & Ammunition:** Ammunition and weapons, including guns, knives (except pocket knives), martial arts weapons, paintball guns, stun devices, explosives, air-powered weapons, slingshots, and anything meant for bodily harm.
- **Electrical Appliances:** Electrical items left plugged in (e.g., curling irons, hairdryers), plug-in air fresheners, space heaters, subwoofers, amplifiers, window or free-standing air conditioners.
- **Animals/Pets:** No pets allowed, except small non-poisonous fish in tanks under 5 gallons. Emotional Support Animals (ESA) and Service Animals are allowed if registered with the Office of Accessible Education and Resource Center.
- **Cooking Appliances:** Crockpots, deep fryers, electric frying pans, George Foreman grills, hot plates, rice cookers, toasters, toaster ovens, waffle irons, and similar appliances.
- **Room Decorations:** Combustible decorations, dartboards, or signs that cover more than 10% of the walls. Certain adhesives and wall treatments that damage walls such as adhesive dots, command Strips, duct tape, nails, heavy-duty shipping tape, mounting putty, transparent tape. Use push pins or thumbtacks.
- **Computer Network Devices/Equipment:** Hubs, switches, wireless routers, and outdoor antennas, and 3D printers.
- **Flammable/Open Flame Items:** Candles, incense, compressed gases, grills, fireworks, and other flammable items. Any device that creates an open flame or uses gas.
- **Furniture:** Bed risers (plastic, cinder blocks), waterbeds, recliners, futons, etc.
- **Lamp/Light Fixtures:** Incandescent, halogen lamps, lava lamps, and similar lighting, LED strips or homemade light fixtures.
- **Transportation Devices with Lithium-Ion Batteries:** Hoverboards, scooters, skateboards, mopeds, or motorized vehicles.

Note: Air fryers are allowed, provided they are 2.6 qt models with an auto shut-off feature.

Guest Policy: Overnight guests are not allowed.

Campus Security Video System: To enhance safety, security cameras have been installed in various locations within campus housing. Any tampering with the security video system will result in serious disciplinary action, which will result in loss of housing privileges.

Misrepresentation: Residents are prohibited from falsely representing themselves as any Housing & Residence Life facility, agency, organization, representative, or staff, as well as from using Housing & Residence Life's brand, images, names, or other identifiable information for personal use or gain. Providing false information on the housing agreement may result in the termination of the agreement and other disciplinary actions.

Contract Violations & Disciplinary Action: Residents who violate this agreement will face disciplinary action, including fines, eviction from housing, or other sanctions deemed appropriate by the University.

Indemnification: The University is not responsible for any loss or damage to your personal belongings, whether caused by other people, utility issues, fire, theft, storms, or similar events. This includes items lost due to unlocked doors or lost/loaned keys. You are also responsible for removing all your belongings when you move out—anything left behind may be discarded. Students are strongly encouraged to get personal property insurance to protect their items.

Insurance: The University is not responsible for any damage or loss of your personal belongings. It's your responsibility to get insurance to protect your items. The University strongly recommends that students buy personal property insurance for the entire time they live on campus. You can contact Housing & Residence Life for help or information about insurance options.

Liability: Students must follow all housing and University rules and policies. Breaking these rules can lead to fines, being removed from campus housing, suspension, or expulsion. If a student is evicted or suspended, they must get written approval from the Executive Director of Housing before reapplying for housing. Rules and policies are available in the Student Handbook, the Housing Website, and the Resident Student Handbook.

Acts like vandalism, property damage, pranks, or possession of alcohol, drugs, or weapons are not allowed in the residence halls.

Jackson State University is committed to equal opportunity and does not discriminate based on race, color, sex, disability, age, religion, national origin, or veteran status.

Notices: Housing and Residence Life will send important updates, deadlines, and housing info to your JSU email. You're responsible for checking it regularly. Missing an email doesn't excuse you from rules or deadlines. The University can update this agreement or its policies at any time, and the online version is the most up to date.

Photo Disclaimer for HRL: By living in campus housing, residents agree that Housing and Residence Life (HRL) may take photos or videos of them in common areas for marketing or educational use. These may appear on websites, social media, or printed materials.

If you don't want your image used, you must advise HRL in writing at the start of the school year. However, HRL can't guarantee you won't appear in public-area photos by accident.

Acknowledgment and Signature

By signing below, I acknowledge that I have read, understood, and agree to abide by the terms outlined in this agreement, the Housing & Residence Life Residential Code of Conduct, and the JSU Student Handbook.

Student Name (Printed)

J #

Building

Room Number

Phone Number

Student Signature & Date

Date